

SIGN IN DESK ROLES AND RESPONSIBILITIES CARNAVAL SF LDG 2026

Supervisor/Rover: Monika Ascencio

Awesome Check-In Crew: Nicole Cooksey-Voytenko, Anna Andersson, Sylvia Erickson, Tina Milo, and Gema Fonseca

Inside Greeter: Betty Pazmino

#1. ARRIVE AND SETUP at 1:00pm ~ Sundays (first 3 Sundays we arrive a little earlier due to drop-ins. After 3/15 you can arrive at 1:10pm)

Arrive at [ABADA SF](#) and check in with **Monika**, she will have Sign-in Sheets and Poster with QR Codes and Venmo info. Monika will be roving and troubleshooting so please go to her with any questions. Thank you!

Check in crew ONLY will Enter Studio space at 1pm and set up two tables/stations. Set up the sign in sheets and Poster with QR Code; pens, receipts, etc. Please do not block pathways to entry. Thank you!

Anyone else arriving early, please ask them to wait outside or in stairwell. Let's try to allow students inside studio no later than 1:15pm.

Front Door: (1 person needed)

Please post one Poster w/QR Code at the front door. (Monika will provide).

Front Door Greeter will stand at front door to let people know we will open doors asap no later than 1:15pm to sign in. As soon as the check-in tables are ready, please open the doors so people do not wait too long.

Please welcome dancers and direct them to the appropriate table/person to sign in – **Drop-In only** or **Full Workshop**.

Betty and one move volunteer (TBD) will be stationed inside the studio space as greeters and will welcome students and hand out our **Information Sheet**. They will ask them to come into the studio space and not block the entrance hallways. Please also remind students to respect the space and not touch the instruments or art. Betty is my back-up on my

rental agreement and the only one to open and close the windows to the studio since they are tricky.

WI-FI Password will be displayed at the Abada Desk for anyone who needs it.

#2. CHECK-IN TABLES.

Please keep the line moving and ask our dancers to greet each other inside the studio *after* they've signed in.

DROP IN TABLE (2 people): One station is for drop-in should have 2 people with two blank sign-in sheets for people to check in, show payment and enter.

FULL WORKSHOP TABLE (2 people): Those who have already paid for full workshop will sign in at the paid workshop table where their name will be typed on a list. If their name is not there, ask them to print their name and email clearly on the list and indicate the date paid. We will reconcile after rehearsal.

This table is also for people who want to pay for the full workshop that day.

PARENTS AND CHILDREN ARE WELCOME 😊

For Liability Reasons, parents who are chaperoning children must also sign in on a separate sheet. They can do this at the **Drop-In Table**. Thank you!

PAYMENT OPTIONS:

- Cash, Check or Paypal QR Code (will be emailed to students and also on display in sign.) The paypal QR code allows people options to pay.
- Receipts for Cash will be given by Monika.

#3. TIME / DATES COMMITMENT FOR this volunteer role:

The check-in crew will remain at their station until 1:45pm because people may be running late and we do not want to lock anyone out. We will close the door by 1:45pm but **one person must remain on the lookout until 2:00pm** to let in later arrivals. Please take turns doing this each week – it is only a 9-week commitment 😊.

The date for commitment for this role is **Sundays from 3/1 until 4/26.**

After the March 15 Registration Deadline, we will only need 3 volunteers:

1 at the door, 2 at the tables; so, you can rotate and work this out with the team and Monika so that we always have enough people. Thank you so much!

#4. RECONCILIATION and Troubleshooting:

Monika will oversee reconciliation with Elizabeth. Please make sure **everyone** (including you) signs-in because otherwise they do not get on my Carnaval email list and it affects our count when figuring out sections, costumes, fabric orders, etc.

“WorkStudy” are dancers who are taking full workshop and are working with Elizabeth & Dudley. Elizabeth will note their names on the “Workshop List”. Any other guests sign in at the **Drop-In** Table.

If anyone says they’ve pre-paid and they are not on my list, please let them in and ask them to sign in indicating payment method and date and email. We want to welcome everyone with graciousness. 😊 We can reconcile later.

If anyone says they are our guest and you don’t see their name, please ask them to sign in and include their email and I’ll reconcile later.

#5. EXITING STUDIO:

After rehearsal, please help us by asking everyone to clear the studio so that the team can close windows safely and securely and we can leave the space on time. **Please ask people not to use the restrooms as dressing rooms as we only have 2 bathrooms.**

Please remind dancers to leave this beautiful dance studio, better than we found it; and please pick up their belongings. LDG does not have Lost and Found Service. If anyone leaves anything behind, they will need to contact ABADA SF studio directly.